



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 01-10-2007**

Robbins Library Board of Trustees  
January 10, 2007

### Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Frank Murphy was absent.

### Approval of Minutes

The minutes of the December 13, 2006 were approved with a correction on a motion by Ms. Fennelly; seconded by Ms. Deal.

### Communications

1. Thank-you notes were received from staff members Louise Crosby and Maureen Sonnie for the Board's thoughtfulness in hosting the staff holiday luncheon. 2. Ms. Loud received an email from Bill Talentino, the president of the Minuteman Library Network, regarding possible de-certification of the Medway Library. Ms. Deal made a motion; seconded by Ms. Fennelly, to deny borrowing privileges to Medway residents in the event that the library is de-certified.

### Director's Report

The trustees reviewed the written report of the director. Questions were asked about the state's public library matching incentive funding program, the greeter table and downloadable audio books.

### Budget Update

Ms. Loud distributed a spreadsheet showing FY07 allocations and FY08 requests. The Town Manager's office is still working on the library budget. Ms. Loud will keep the Board apprised of the status. Finance committee liaisons will visit in either February or March.

### Display Policy

This discussion revisited an earlier issue from the December meeting. Issues in question are: 1. Allowing individuals to reserve the exhibit table, as well as groups 2. Multiple reservations by the same group within a two-year period 3. Several displays on the same or similar topic in a short period of time. Ms. Ruderman proposed a plan to tie displays to particular events/months while proactively soliciting displays and coordinating with non-profit groups. Ms. Loud suggested consulting the MLN Information and Referral database for names of groups. A 24-month calendar would be employed rather than a 12 month. The consensus of the Board was not to allow any bookings for 2008 while the policy

is being re-worked. Ms. Fennelly and Mr. Murphy will serve on a sub-committee to review the policy and make a recommendation for revision. They will report at the February meeting. Ms. Muldoon may also be able to assist.

#### Author Program

Ms. Deal reported that she is looking at the possibility of three different authors. Susan Cheever and Nathaniel Philbrick (the author of Mayflower) are two of them. Claire Cook is willing to speak at a fall program. During the discussion, trustees also suggested Mary Gordon who has written a new book of short stories and Alice Hoffman, who last spoke at the library nine years ago. Ms. Deal will report back on progress.

#### Annual Report

Ms. Loud presented a draft of the report. Ms. Ruderman suggested that trustees notify Ms. Loud in writing about grammatical/semantic corrections. Ms. Fennelly made a motion to accept the report ; seconded by Ms. Muldoon. Passed unanimously.

#### Fundraising

The solicitation has thus far brought in \$18,886 from individuals and \$1,400 from businesses. A decision was made to send reminder postcards to non-responders.

#### Request for Supplemental Budget for Art Prints

Vicky Slavin submitted a supplemental budget request in the amount of \$2,535 to pay for new print purchases, supplies and labor for the print assistant. Ms. Muldoon made a motion to allocate this amount from the Robbins Print Fund ; seconded by Ms. Fennelly. Passed unanimously. Ms. Ruderman suggested purchasing copies of some of the aerial photographs currently on display in the Reading Room to add to the circulating print collection.

#### Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon made a brief report. The spending seems to be appropriate for this point in the fiscal year.

#### Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni reported that \$25,489.60 has been spent thus far out of an allocation of \$39,998. (approximately 60 %)

#### Mid-Year Evaluation of Trustee and Administrative Goals

This topic was deferred until the next meeting.

#### Adjournment

The meeting was adjourned at 8:50 PM on a motion by Ms. Muldoon. The next meeting will take place on **Wednesday, February 21<sup>st</sup>** at 7:15 PM in the **Community Room**.

Respectfully submitted,

Cynthia Diminture

